Welcome to the AAPPL! This document includes detailed instructions to help you and your students prepare for taking the AAPPL in school. Please refer to this step-by-step testing and proctoring guide as well as the resources linked to within it before, during, and after testing with the AAPPL. Please note that there are proctoring guides specific to Parent/Guardian and Computer Proctoring on our Out of School Testing page.

Important Links/Quick Reference


Log in and take the AAPPL:

For In School or Parent/Guardian Proctored Out of School Testing: https://aappl2.actfltesting.org.

For Computer Proctoring: https://tms.languagetesting.com/AutomatedRPAssessment/

AAPPL System Check: https://aappl2.actfltesting.org/systemcheck

AAPPL Demo: https://www.languagetesting.com/aappl2-demo

Technical Requirements: https://www.languagetesting.com/test-delivery-logistics

Accommodations: https://www.languagetesting.com/k-12-test-accommodations

AAPPL Central: https://www.languagetesting.com/aappl-central
Preparing for Testing

Complete These Items 2-3 Weeks Before Testing

School Test Coordinators and IT Staff

• Review the Technical Requirements for delivering the AAPPL and ensure that all devices meet them.
• Conduct a System Check on all devices that will be used to administer the AAPPL.
• Set up and test the headsets and microphones that will be used on test day.
• Confirm that devices are set up for typing in the language if students will be taking the AAPPL Presentational Writing (PW) Component.
  » Ensure that language-specific keyboards have been successfully set up on the computers that will be used on test day. The System Check provides Operating System-specific instructions. Schools must verify that their keyboard of choice works with the AAPPL Presentational Writing (PW) demo tests at www.languagetesting.com/aappl2-demo. This will ensure keyboard compatibility with AAPPL’s security features. Note: Transliteration keyboards of any kind are not acceptable forms of input on ACTFL assessments.
  » AAPPL will use any language keyboard input your school uses for instruction, except pop-up, on-screen keyboards or transliteration keyboards.
  » For French, German, Italian, Portuguese, and Spanish, on-screen special character support is provided wherever students will be entering text. No additional set-up is required. Students taking the PW component on a Windows-based computer may also use ALT codes if that’s preferable.
  » For Arabic, Chinese (Mandarin), Japanese, Korean, and Russian, language-specific keyboard layouts must be set up. (Similarly, they may be used for French, German, Italian, and Spanish.) Select the operating system for the device being used and follow the directions provided to complete the set-up: Windows 11, Windows 10, Windows 8.1, Chromebook, macOS, iPad OS. For Android tablets, consult your device’s online support to determine how to change keyboard input settings.

Teachers and Students

• Teachers and students should review the Test Taking Tips videos and work through the available Demos to familiarize themselves with the AAPPL. You can feel confident directing your students to the previous two links as they correspond to pages on our website that are compliant with COPPA requirements for child-directed content and will not track visitors, collect any personal identifiable information (PII), and do not link to any other pages that do.
  » It is recommended that students practice taking the AAPPL demos in the same room where the test will be administered to ensure that there are no bandwidth issues due to the large number of students simultaneously accessing media files over your network.
  » Students should be guided to practice typing in the language they will be testing in using the appropriate AAPPL Demo for the Presentational Writing (PW) component. Please see the section above in this document for keyboard configuration instructions for the languages you’ll be testing in. Using the demo to practice typing in the language before the day of the test can be key to a successful experience for some students.
• Teachers should review the general topics that appear within the test on our AAPPL Tasks and Topics page.
• Teachers should decide in what order they will administer the four AAPPL test components (Interpretive
Listening, Interpretive Reading, Presentational Writing, and Interpersonal Listening/Speaking) to students and plan for them in their class schedules.

» **Note:** While the components are not timed, each component will take approximately 30–40 minutes to complete.

**Complete These Items 1-3 Days Before Testing**

**School Test Coordinator and IT Staff**

- Run the [System Check](#) again to ensure all devices are compatible with the AAPPL.

  » **Special instructions for Chrome browser users:** Due to a recent update to the Chrome browser, it is now necessary for all test takers who wish to use Chrome to complete a System Check immediately before taking their test in order to confirm that Live Caption is not enabled. If Live Caption is enabled, the System Check will alert the test taker that they should contact their teacher or proctor who will then provide instructions to disable the feature in Chrome or change to another browser for testing if available. It is extremely important that all test takers complete the System Check and disable Live Caption if needed, as leaving captioning enabled may affect their test scores.

    If you plan to use Chrome for testing, in addition to conducting a System Check 1-3 days before testing, it is now required that you conduct one on each device immediately prior to testing to ensure that the Live Caption feature has not been enabled in the interim.

    Please see [this document](#) for details regarding Chrome Live Caption, including instructions for assisting your students in disabling it if necessary.

- Set up and test the headsets and microphones that will be used on test day.

- Print the Student Testing Tickets (called “Labels” in the [Client Site](#)) with students’ log-in credentials and cut them into individual tickets, one for each student.

**Test Proctors**

- Familiarize yourself with these AAPPL Test Security features; you may need to support students with them while testing.

**AAPPL Testing Security Features**

In order to ensure test security and that each student's responses are genuine, ACTFL and LTI have put in place several test-security features. Many such features are “invisible” to students; however, the following features are automatically disabled once you log into an ACTFL assessment. Proctors should not consider them to be a malfunction of students' devices or of the AAPPL assessment.

  » The right-click feature of your mouse
  » The back button
  » The Google Translate browser extension, if installed

Additionally, if students leave the browser window on which the assessment is being delivered by opening another window or trying to access another program, they will be logged out of the test and will need to sign back in to continue where they left off within the assessment.
While Testing

To Begin Testing

- Refer to the instructions above and ensure that a System Check is run on all devices immediately before accessing the test and that, through this process, you have confirmed that Live Caption is not enabled for test takers using Chrome.
- Ensure a secure testing environment. No papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices should be allowed in the testing room.
- Be sure that other applications are closed on the testing devices and that no other browser tabs are open.
- Distribute the Student Testing Tickets (Labels).
  » Note: These will need to be collected again at the end of the testing period and used on subsequent test days for the other components.
- Direct students to the URL provided on their testing tickets to log in to the test: http://aappl2.actfltesting.org/.
- Guide students to the AAPPL component that you wish for them to work on during the testing session.

During Testing

- Actively monitor the room during testing to ensure that students are not talking to one another or looking at each other’s computer screens.
- Quietly help individual students that need assistance with navigating through the test instructions or that have issues with their computers. Do not help them answer any questions.
- Encourage students to zoom in to better see the details in photos included within the test. They can do so by holding the Ctrl key and pressing + and - to zoom in and out.
- Contact local IT if any technical assistance is required with a students’ computer. Contact LTI if local IT support cannot resolve an issue.
  » If contacting LTI for technical assistance, please include details such as the student’s AAPPL username and any error messages encountered, as well as screenshots if possible.
- Should a computer freeze-up or the program close, simply sign the student back into the test and restart it. The test will automatically resume from the point at which the student was disconnected.
- At the conclusion of the day’s testing period, be sure to collect the Student Testing Tickets to ensure that students are not able to access the test outside of the proctored environment. The tickets will be needed on subsequent test days.

When Administering the Interpersonal Listening/Speaking (ILS) Component

- The AAPPL (ILS) component records students’ speech, and the recordings are scored by human raters. If the noise level becomes too loud, it could interfere with the raters’ ability to score the tests, rendering them Unratable (UR). Ensure that a quiet testing environment is maintained throughout the testing period.
- If applicable, students need not remove their masks to take the ILS component. They should carefully check and confirm their microphones during the system check and repeat the check, if needed, to ensure their microphones are placed appropriately to capture their voices clearly.
• The recording feature will start automatically immediately after the end of each video prompt. You will see the microphone button turn bright red. You will also hear a beep, which signals the recording feature has started.

• Proctors, please read the following required instructions to AAPPL Form E test takers: You’re going to see a series of videos asking you questions and giving you things to talk about. At the end of the video, you’ll hear a beep. That beep signals that the test will now start recording your voice automatically, so you should begin talking.

• Prior to administering the ILS component, warn students that if they record profanity or other inappropriate language, including talking with other students during testing, it will be reported to their teachers and their test will receive a score of Unratable (UR).

When Administering the Presentational Writing (PW) Component

• Some students have a tendency to spend too much time writing one answer, and as a result, they run out of time to complete the test within the time that you allot for it. It is suggested that the proctor provide time checks to students to help them manage their time effectively.

When Administering the Interpretive Listening and Interpretive Reading Components

• Please read the following required instructions to students: In the Interpretive Listening and Interpretive Reading sections, there will be some items with four separate prompts and questions. You must answer all the questions before you can continue. You will not be able to return to a question once you move to the next one.

After Testing Each Component

• Remind students to click the Submit button in order to ensure that their test is rated as quickly as possible.
  
  • Please note that if students start on an AAPPL component but do not click the Submit button upon completion of their work, after 14 days the system will automatically submit that component for rating.
  • Any components that have not been accessed by the learner will remain available to take in the future.
  • Those components that have sufficient responses will be rated. If incomplete components with only minimal learner responses are automatically submitted, they will be scored as Unratable (UR), and your account will not be charged.
  • If a component receives a score of UR, it will automatically be reordered in the system the same night that the UR rating is issued. You will need to access the new login credentials for that component and provide them to the student when you wish for them to reattempt that component. You can locate the new login information within the AAPPL Test Status menu on the LTI Client Site.

• Ensure that all Student Testing Tickets are collected and that students do not leave the testing location with them.

• Student Testing Tickets must be stored in a secure location between test administrations. They will be distributed to students again on subsequent testing days.
After All Components Have Been Administered

- After administering the last component, collect all Student Testing Tickets and destroy them so that they cannot be used by anyone else.

Rating Turnaround Times

- The Interpretive Reading and Listening test modes are machine-scored. New scores are processed and posted to the LTI Client Site daily at 10pm ET and generally by no later than one day after a test is administered (Computer-Proctored tests are held for up to 7 days pending review of the proctoring footage).
- If an AAPPL test is issued an Unratable (UR) rating for any component, that component will automatically be reordered in the system the same night that the UR rating is issued. New login credentials (for only the mode for which the student received the UR rating) can be retrieved the following day on the Client Site to re-administer the test.
- The Interpersonal Listening & Speaking (ILS) and Presentational Writing (PW) test modes are scored by ACTFL-certified human raters and are generally available within two weeks of test administration.
- Due to testing volume and rater availability for certain languages (particularly Italian, Japanese, Portuguese, and Spanish), additional rating time may be required, especially during the heavy testing window in March - May. While most ratings will be released within two weeks, please allow up to three weeks for ratings in those languages.

Accessing Your Students’ Scores

1. Here’s a video tutorial on how to view scores and reports.
2. After logging into the Client Site, click the AAPPL Test Status menu at left.
3. Enter the date range for the student scores and/or ILS/PW responses you’d like to access.
4. Your students’ scores on each AAPPL component will be displayed, as well as other details that you can select in the Show/Hide Columns area of the screen. Please see the screenshot for more details about what you can do on this screen.
• After all components have been rated, individual student Score Reports and Certificates can be printed by the teacher. Access to student data is limited to only the students for whom you are responsible and should have access.

• The ILS and PW responses are shown alongside the targeted proficiency level of each prompt however the prompts themselves are not displayed in order to protect test integrity. The ACTFL proficiency level shown alongside does not correspond to any rating of the student response.

• Remember that students' Score Reports and Certificates are confidential and should be handled accordingly.

• For more detailed information about how to use these features, please refer to the AAPPL Client Site Manual.

AAPPL and iPads: Recommendations Before and During Testing

Students testing in school may use an AAPPL iPad to take their assessment. In this section, we will cover special considerations for testing with AAPPL iPads.

iPad Best Practices

» Use Safari when taking the AAPPL (Chrome may be used as an alternative if you encounter issues with Safari).

» If issues arise, clear the Safari browsing history by going to Settings > Safari and tapping Clear History and Website Data.

» Close all other tabs within Safari.
Ensure a connection to the nearest, strongest Wi-Fi network.

**Taking the AAPPL Presentational Writing (PW) on an iPad**

All iPad users should prepare to take the AAPPL PW by visiting the [Demo test](#) for their language and practicing typing in it.

While completing the PW component, students may find that they are logged out of the assessment after tapping the **Next** button to move from one writing task to the next one. Should this occur, students should simply log back in to the assessment with their AAPPL login credentials, as the system will have saved their responses and they can resume testing where they left off.

To prevent students from being logged out of the test in this way, they should tap anywhere on the AAPPL test screen outside of the text box where they have entered their response before tapping the **Next** button. Before tapping the **Next** button, tap anywhere except the area in the red box in the screenshot below.

![Screenshot of AAPPL PW](image)

In other words, students can tap on any of the areas of the screen shown below before tapping the **Next** button.

![Alternative screenshot of AAPPL PW](image)
Running the System Check and Setting up the Microphone

Apple’s iOS updates often include changes to privacy policies and settings that are designed to protect your devices and data. As a result of these periodic updates, AAPPL iPad users should troubleshoot their microphone settings just before testing begins to ensure a smooth testing experience.

» Using Safari, run the System Check at aappl2.actfltesting.org/systemcheck.
» Tap Start Recording to begin the microphone check.

» Safari will request access to your microphone. Tap Allow.

» The microphone will become active. This means you will hear a beep and see the red microphone icon in the Safari address bar at top left. At this point, you should speak for 5–10 seconds so that the system can detect adequate volume and diagnose any issues with the microphone.
Once you have spoken for 5–10 seconds, tap **Stop Recording**.

![Stop Recording and Play Recording buttons]

Tap **Play Recording** and listen. If recording was successful, tap **Yes**.

![Microphone settings and recording status]

The microphone on this iPad is now ready for AAPPL testing.

**Configuring the Default Microphone Settings**

If the iPad will be used for multiple users or testing sessions, you can establish default microphone settings in Safari by following these steps.

» In Safari, tap the **AA** symbol at top left next to the address bar.

![Safari interface with AA symbol]

» Tap **Website Settings**.
Then tap **Microphone** to open the microphone settings menu.

Change from **Ask** to **Allow**.
Go to the iPad’s **Settings**. Click **Safari** and then **Microphone**.

» Be sure that default access is set to **Allow** while on the AAPPL testing site.
For Customer Support queries, please email aapplhelp@languagetesting.com or call LTI during regular business hours (Monday through Friday, 8:00 a.m. to 7:00 p.m. Eastern time) at (914) 963-7110 Option 1.

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